Geel 2000 Language Schools
Computer Department

ICT
Primary 5 (First Term)



Name:- ....…

Class :- ....

Lesson 2: Computer accessories

flash memory:

It is used to transfer data and information from computer to another



external hard disk drive :

It is like a hard disk drive (HDD) but it works better and faster

High definition multimedia interface (HDMI):

It is a cable that transmits audio and video to / from devices



Ethernet Cable:

It is a cable that connects the computer or laptop to the router



Router:

It is a device that connects a computer to the Internet via the Wi-Fi or Ethernet cable



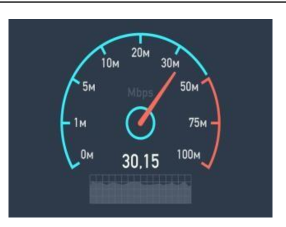
Ethernet Port:

Connects with Ethernet wire, is more stable and faster than Wi-Fi.

Measurement units

Bit	**It is the smallest unit of measurement (Data) (1 and zero).**
Byte	8 Bit
Kilobytes	**1024 Byte**
Megabytes	**1024 Kilobytes**
Gigabyte	**1024 Megabytes**
Terabyte	**1024 Gigabyte**

1 byte = 8 bits = 1 character



Megabit per second (Mbps):

used to measure the speed of a network or internet connection
when speed became higher it will be better

Gigahertz (GHz):

measure the number of cycles your (processor) performs per second
The higher the number of cycles, the faster the processor

Potential Computer problems and solutions:

The problem	The reason	The solution
Can't store files	Not enough space	Move old files to an external drive
Poor connection during video conference	Wi-Fi connection is weak and slow	Try to use Ethernet cable for faster and better
home internet not working	Disconnection or connection interrupted	Use Ethernet cableor call your ISP
Error while data processing or opening large files	Not enough ram memory (graphic storage) to openthe files RAM الذاكرة	Shut down some programs



1 Choose the correct answer:

1. .... is used to restore or to transfer files and data between computers.
   a. HDMI b. CPU c. Flash memory
2. .... is the same as a hard disk drive, but it runs faster.
   a. External hard disk b. Flash memory c. Router
3. .... is a device that connects a computer to the internet via Wi-Fi.
   a. Ethernet cable b. Router c. Ethernet port
4. .... is a cable that transmits sound and image to and from devices.
   a. Ethernet cable b. HDMI c. Router cable
5. A .... is the smallest unit of data on your computer.
   a. Mbps b. byte c. bit
6. A .... measures the speed of a network or internet connection.
   a. gigahertz b. Mbps c. byte
7. A .... measures the number of cycles your CPU carries out per second.
   a. gigahertz b. Mbps c. byte
8. To write the word "apple"; you need .... to represent it in a computer system.
   a. 5 bits b. 5 bytes c. 8 bits
9. Which problem would you use ethernet cable to solve?
   a. Not able to store files.
   b. A poor video-conference connection.
   c. Trouble processing large files.

10. Which one represents the correct arrangement of these measuring units of a computer (from the biggest to the smallest)?
   a. Terabyte - Megabyte - Gigabyte
   b. Byte - Kilobyte - Megabyte
   c. Megabyte - Kilobyte - Byte

2 Put (✓) or (✗):

1. We use flash memory to store, transfer, and share information online. ( )
2. HDMI is a wire that connects a computer or laptop with the router. ( )
3. An ethernet cable transmits audio and video to and from devices. ( )
4. Megabits per second (Mbps) are used to measure network speed. ( )
5. The more cycles that a CPU performs, the faster data can be processed. ( )
6. Ethernet port is more stable and faster than Wi-Fi. ( )
7. The word 'ICT' has 3 bits only. ( )
8. Not having enough space does not cause problems in handling large files. ( )
9. To solve the not enough space issue, you must move some files to an external drive. ( )
10. To solve the problem of home internet not working, you use an ethernet or contact your internet service provider. ( )

3 Complete the missing parts using the words between the brackets:

(flash memory - HDMI - Ethernet cable - Router)

1. A ________ stores information and runs faster than a hard disk.
2. ________ connects your computer or laptop to the router.
3. ________ connects the computer to the internet via Wi-Fi or ethernet.
4. ______ is a cable that transmits audio and video to and from devices.

Lesson 3 : Networks

computer network It is the connection of two or more computers together to transfer data and information (**LAN** or **WAN**)

LAN: (Local Area Network) It could be at **home** or at **school** or in a **hospital**, it is two computers connected to a printer or a router

WAN: It is a set of local networks great distances between cities and countries like: internet network


What do we need to connect a computer to the Internet?

We need a **Gateway** like a router
the router connects the computer to the Internet service provider **(**



What is the ISP: It is the **internet service provided** by Egyptian companiesto citizens.

The World Wide Web (WWW) :
It is part of the Internet network, and consists of web pages and sites that can be navigate. Like the Egyptian Knowledge Bank website **(Ekb)**

Intranet:
It is a network of a group of people(private), such as a business network in a company or school.



Network

closed network	open network
It is part of the open network, but it is specific to a specific part	It is open and accessible to all
Ex: school lab (closed) , May only have computers linked by cables to allow for file sharing	Ex: the web and the internet



1 Choose the correct answer:

1. ...... connect computers together to share the important information.
   a. Computer accessories
   b. Computer networks
   c. Computer hardware
2. ________ consists of a computer connected to a printer or a router.
   a. Internet b. Intranet c. LAN
3. Router is considered a ________ .
   a. famous browser
   b. antivirus
   c. gateway for internet
4. ________ is a network that connects computers from all around the world.
   a. Internet b. Intranet c. LAN
5. ________ is a device that connects your computer to an ISP.
   a. Ethernet cable b. Router c. Ethernet port
6. ________ is private and restricted to only those that are part of the business, school, or organization that it is connecting.
   a. Internet b. Intranet c. LAN
7. ________ is a part of the internet network, made up of web pages and sites that people can navigate.
   a. Video chat b. Search engine c. World Wide Web
8. A school's computer lab is an example for ________ .
   a. open network b. closed network c. internet
9. ________ is available for free to all Egyptians registered on the site.
   a. EKB b. Google Chrome c. Wikipedia

Lesson 4 : digital communication tools

Internet of Things(IOT):

It consists of devices connected to the Internet via **<u>Wi-Fi</u>**

You can control it whether you are in the same room or in another place

Ex: Bluetooth speakers

The refrigerator or digital washing machine can be turned on and off by an application



Bluetooth:

It is a network technology that connects wireless mobile devices over a short range to transition data

Internet and People of Determination

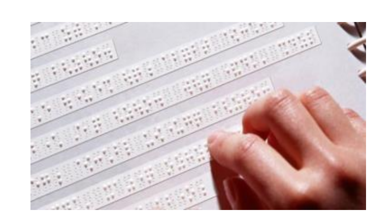
Computer networks give people of determination independence, whether at home or in public places, and help them save money and time and increase their level of self-confidence.

Screen Readers:

To help people of determination who are visually impaired in writing research papers

Do homework and access files and documents on PC

Braille: Helps the visually impaired and blind to read



E-Commerce : Online buying and selling

Permission must be obtained from our parents before purchasing anything online

You must be careful and secure when giving your information to anyone and this is called **(digital privacy)**



1 Choose the correct answer:

1. Organizations use computer_______ networks to share private information.
   a. open b. closed c. public
2. The _______ consists of devices linked to the internet via Wi-Fi.
   a. CPU b. IoT c. DSL
3. _____ is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Ethernet cable c. Router
4. The _______ consists of household devices that are connected to Wi-Fi.
   a. bluetooth b. internet c. Internet of Things
5. Visually impaired people can use _______ for doing their homework.
   a. braille b. screen readers c. Zoom
6. Braille method allows blind people to _______ .
   a. write b. read c. speak
7. You can use _______ applications to buy anything on the internet.
   a. browser b. braille c. e-commerce

2 Put (✓) or (✗):

1. Humans and organizations communicate every day using computer networks. ( )
2. People of determination cannot communicate and follow their lessons online. ( )
3. We can upload videos using computer networks. ( )
4. We can turn on and off home appliances connected to the internet from another place. ( )

Lesson 5 : Internet connection problems and solutions

To face and solve the problems you face while using the computer:

1	Identify the problem	What is the problem
		Is it a problem with the computer or with the software?
		Did I make a mistake that led tothis problem
2	Think of different ways and methods to solve the problem	Plan it
3	Study and try possible solutionsto the problem	Try each of them until one works
4	Which solutions have worked?	If you didn't solve the problem You learned help you the next time you try to solve the problem
5	If you do not find a solution to ithe problem	You should ask help from your teacher or a member of your family

Common Computer problems and solutions :

	problem	how to solve it
1	**slow computer when open apps**	Restart the device
		Check app updates
		Delete some unwanted apps
2	**browser is running slow**	Check signal Wi-Fi
		Make sure your apps are up to date
3	**No internet connection**	Use the software to troubleshot your Wi-Fi connection
		Check that the router is connected
		Try a new Ethernet cable
		Contact the customer service of your ISP for help
4	**slow to download**	Restart the computer and the router
		Check internet speed



1 Choose the correct answer:

1. Mr. Hiebert uses .... to make presentations about his discoveries
   a. Facebook   b. PowerPoint   c. e-mail
2. Mr. Hiebert uses .... to share his discoveries with his colleagues.
   a. MS Word   b. MS Excel   c. video conferenc
3. The first step to solve any computer problem is .... it.
   a. identifying   b. planning   c. leaving
4. When the browser is running slow, you have to ....
   a. delete unwanted apps
   b. check Wi-Fi signal
   c. restart your router
5. Check for software updates when ....
   a. there is no internet connection
   b. downloading a file is very slow
   c. the computer slows down when opening an app
6. Try a new Ethernet cable when ....
   a. there is no internet connection
   b. downloading a file is very slow
   c. the computer slows down when opening an app
7. You can contact the customer service of your ISP for help when ....
   a. the internet connection is interrupted
   b. the browser is running slow
   c. an app don't open

Lesson 6: Digital files management

What are Students finding information?

Libraries:

It contains many books, articles and manuscripts in many fields

interviews:

It is a face-to-face meeting with two people to exchange information and experiences and to discuss

TV: It is a device through which a lot of information

QR code:

It is a symbol for outputting the information on the systems by pointing the device's camera at the symbol



What are the of electronic devices that are used to save and store information?

Flash memory:



It is used to store and transfer data and information

Scanner:

Enter pictures and graphics (art) to the computer and
Save them inside



Digital Camera:

To take pictures, record audio and video and store them on a memory

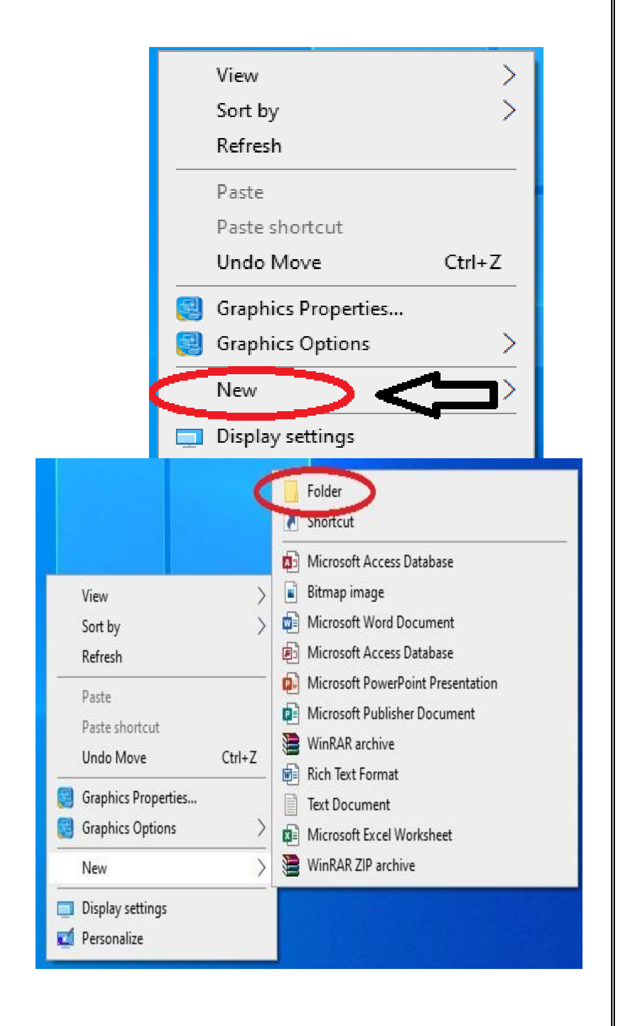
How to organize and manage files on your device?

We create a main folder

Add subfolders inside the main folder

Put an appropriate for each folder

Put files, photos, and title videos into the correct folder



Create a main or subfolder (new folder)

Right click will appear shortcut menu

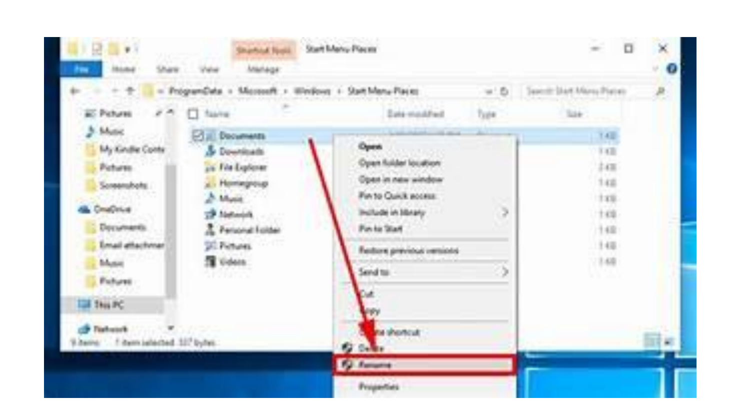
Select **New** Another submenu appears

Select **Folder**

To put an appropriate title for each folder (or to name the folder)

Right-click on the folder, and a shortcut menu appears

Select **Rename**
Type the name, press **enter**



z

Exercises

1 Choose the correct answer:

1. To store and share information, we use the ....
   a. scanner b. printer
   c. flash memory
2. A .... is used to save images on a computer to use them later.
   a. scanner b. printer
   c. router
3. A .... helps us to access the information by scanning it with a phone camera.
   a. browser b. QR code
   c. digital book
4. .... folders helps us to manage files using the information technology.
   a. Creating b. Deleting
   c. Copying
5. What is the first step that helps you to organize data in your computer?
   a. Add sub-folder. b. Type a name for the folders.
   c. Create the main folder.

2 Arrange the following steps:

a. (............) Type a name for the main folder (Books).
b. (............) Add sub-folders.
c. (............) Put the books in the correct files.
d. (............) Type the name of the folders (Science - Math - History).
e. (............) Create the main folder.

3 Complete the missing parts using the words between the brackets:

(QR code - scanner - computer -
flash memory - camera - libraries)

1. A ______ helps us to store and transfer data and information.
2. ______ helps us to get images, while a ______ helps us to save it on computer.
3. ______ contain printed books, while ______ contain digital books.
4. ______ helps us to access the information by scanning it with a phone camera.

4 Put (✓) or (✗):

1. QR code is used to get information quickly and easily. ( )
2. We can use the digital camera to transfer and share files. ( )
3. A printer is used to save images on the computer to use them later. ( )
4. Technological tools help us to manage digital files. ( )
5. You can add a main folder inside sub-folders to manage files. ( )
6. To create a main folder, press the left button of the mouse, then select New, then select Folder. ( )

5 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Digital camera	a. helps us to enter and store images into a computer.
2 QR code	b. is used to analyze and graph information.
3 Scanner	c. takes pictures and video during video chats.
	d. is a quick and easy way to share information.

1 ______ . 2 ______ . 3 ______ .

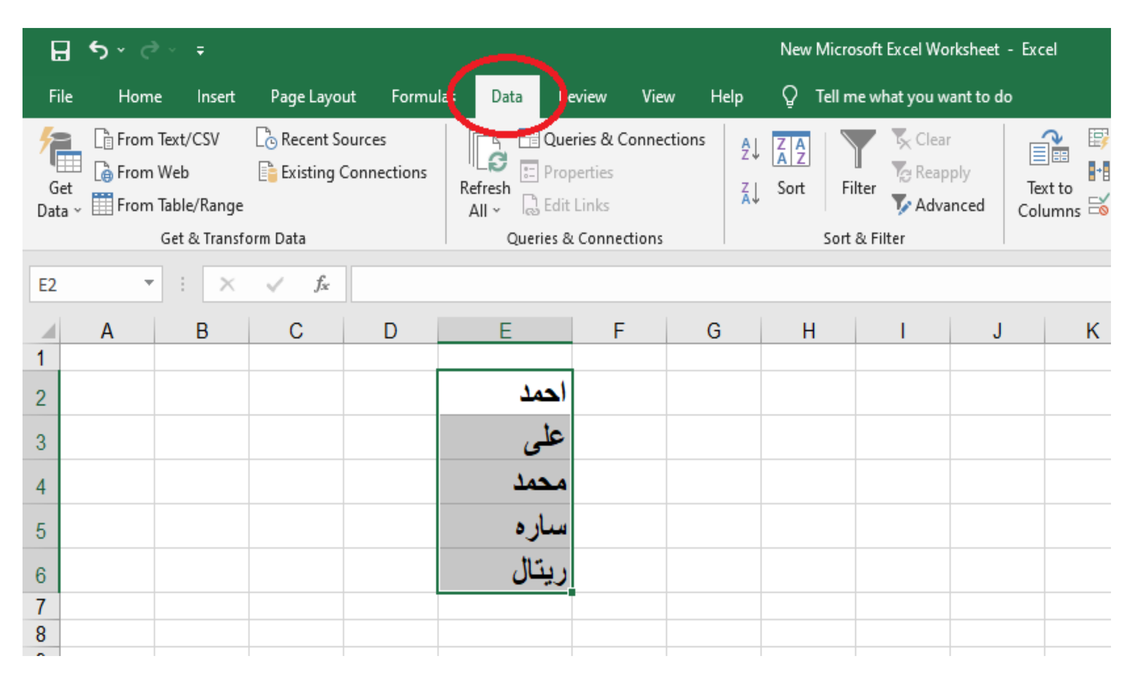
Lesson 8: Sharing information

the Internet	intranet
It is the sharing of information through **open network** For everyone	It is the sharing of information through **closed network**
But this information is at risk, so it is **less secure**	It more **secure**
Like advertisements - news - government decisions	Such as: personal data, your personal life, your ideas, your research, and your files

Intranet is more secure than internet information using **Microsoft Excel** :

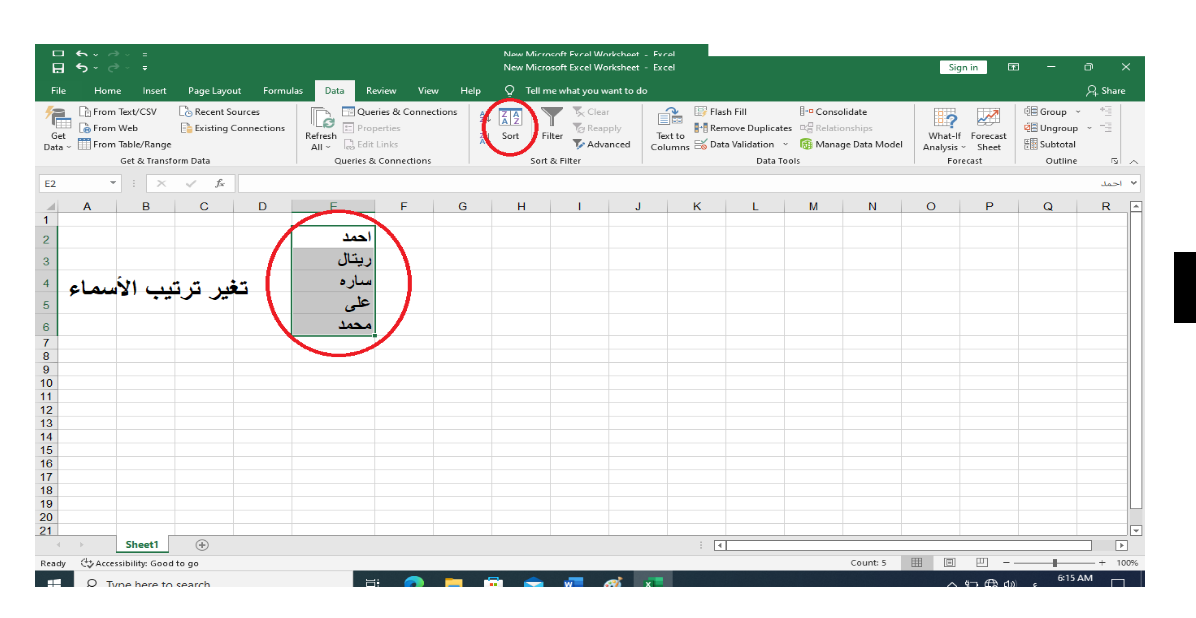
Sorting information alphabetically:

Go to **Tool bar** and press Tab **Data**



1

Then press **Sort** (to arrange the items alphabetically)



2

How to create simple formulas :

Click on the cell you want to create a simple formula in

Then type the **=** sign

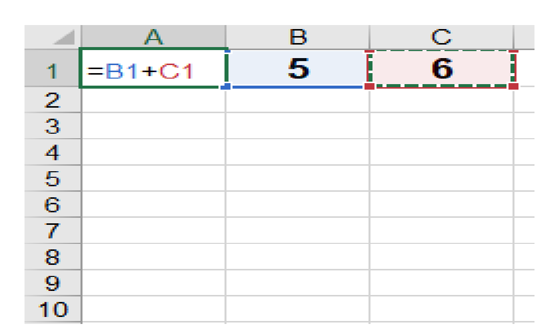
	A	B	C
1	=	5	6
2			
3			
4			
5			
6			
7			
8			
9			
10			

Decide which cells are in your formula reference the letter (top of column) and numbers (top of row)

For example

Let's say you want to add the data from column A, B, C and row 8 you want to type type the following in the cell that will create the formula = A8+B8+C8

Then select the cells to be added in the simple formula
And write between each cell (+, - , / , *) sign as you wish



press **Enter** From the keyboard to show the result of the formula

	A	B	C
1	11	5	6
2			
3			
4			
5			
6			
7			



1 Choose the correct answer:

1. The ____ is/are used to share the information in a closed and private networ
   a. letters b. internet c. intranet
2. The internet is ______ secure than the intranet.
   a. less b. more
   c. no correct answer
3. Typing ______ in the cell, tells Excel you are creating a formula.
   a. + b. – c. =
4. If you want to sum the values in columns A, B, and C from row 4, the formula is ______ .
   a. C4 + B4 + A4 b. C4 – B4 – A4 c. A4 + B4 + C5
5. When creating a formula, use the ______ sign for subtraction.
   a. + b. – c. =
6. When creating a formula for division, use the ______ sign.
   a. + b. – c. ÷
7. You want to subtract the values in columns E, C, and A from row 6 then you write the formula ______ .
   a. = E6 – C6 – A6 b. = E9 – C6 – A9 c. = E9 – C9 – A9

2 Put (✓) or (✗):

1. You must decide to share information using an intranet or the internet. ( )
2. The internet is more secure and private than the intranet. ( )
3. The intranet is used to share the information in an opened network. ( )
4. The data in cells cannot be arranged alphabetically. ( )
5. You can add or subtract any data using Microsoft Excel. ( )

Lesson 2 : Protecting Ourselves and Our Information (Theme2)

Personal information: Which is your data or personally identifiable information (**PII**) Such as
Name - Address - Passwords - Date of Birth

What are the risks that we may be exposed to from computer hackers?

- Stealing your personal information
- Stealing your bank account number to steal your money
- Steal your email and password to send a virus to all your friends



How we keep your personal information:

- Do not share personal information on the Internet
- Use strong passwords that contain different numbers, letters, and specialsigns for each site

Regularly

- Do not sign for a website or application asks you for your personal data
- Use antivirus software to protect your device
- Update your devices

Files may be exposed to problems that cause them to be lost, such as:

- Virus infection
- Software related problems
- Computer fall or crash

To protect files stored on your computer from loss:

- Creating a backup copy of the files by:

An application that creates backup copies of files or the safest way is to transfer files to another device

(**External hard disk drive** - **flash memory** - **network**)

2 Put (✓) or (✗):

1. Hacker can steal your personal information without using the internet. ( )
2. Hackers can use the bank account number of an adult to take money from that account. ( )
3. We must try to limit the personal information we share online. ( )
4. Hackers can send a virus to all the email addresses in your e-mail account. ( )
5. Websites that ask for too much personal information are safe. ( )
6. A strong password must contain letters, numbers, and special signs. ( )
7. Anti-virus helps you to keep your private data safe. ( )
8. Some software programs back up data automatically. ( )
9. Hybrid backup is a safer way to back up and store files. ( )
10. Both hard disks and flash memory are used for the same purpose.( )
11. The flash memory is preferred to store large files than the external hard drive. ( )

3 Complete the missing parts using the words between the bracktes:

(flash memory - Anti-virus - password – Personal information – hard disk)

1. .... helps you in keeping your private data safe.
2. .... includes your name, address, date of birth, and passwords.
3. A .... should include letters, numbers and special signs.
4. The .... has less space than the ...., but they are used for the same purpose.

Lesson 3 : password security (Theme2)

Phishing

Is sending a message via e-mail or social media applications
That look a real , but isn't .
To steal your data and personal information
Ex :
A **message** asking you for your **data**, **personal information** or **bank account details**

A **message** says that you have **won a prize** and asking you for your bank account details to be sent to you



How can we identify phishing?

It contains spelling and grammar errors

Request for too much personal date



Password management software:

A program for managing passwords that helps us in
Create strong, different passwords for each of your accounts

Tell you if the passwords you already have are too weak, used before, or stolen through the Internet

Multi-factor authentication(**MFA) :**

It is used to **strengthen** your passwords
To **prevent** hackers from accessing your account and data in two ways:
Your password or personal identification number (**PIN)**

Email or **code of numbers**

Example: If you enter your account through a device other than your main device, you will receive a message on your mobile phone to make sure that you are the owner of the account and you are trying to enter your account through a code for several numbers





1 Choose the correct answer:

1. .... is sending a fake message via e-mail or social media applications that looks real.
   a. Smishing b. Phishing c. Virus
2. When you open scam message attachments, data-stealing software is .... on your PC.
   a. updated b. deleted c. installed
3. Phishing messages can be identified by containing ....
   a. trusted information
   b. spelling errors
   c. accurate information
4. Smishing is the same thing as phishing, but it is sent by ....
   a. e-mails b. text messages c. social media sites
5. Passwords can be strengthened by ....
   a. multi-factor authentication
   b. anti-virus software
   c. web browsers
6. .... tells you if one of your passwords has been stolen online.
   a. Multi-factor authentication
   b. Anti-virus software
   c. Password manager
7. .... provides at least two ways of identifying yourself.
   a. Multi-factor authentication
   b. Anti-virus software c. Password manager
8. When you try to log into the game website on a different PC, you will receive a text message including a number code specified for ....
   a. a short period of time
   b. a long period of time c. two times only

Lesson 4 : How to deal with fake websites (Theme2)

Scam Websites:

They are fake websites to steal your personal or financial data and try to hacking your device.

Such as username - password - bank account details - credit card details

fake online shopping sites: That never send you're the correct items you bought

Scareware Websites: that say you has a problem and you need to download something

Sweepstakes (Prize and reward) scam sites:

That offers you a prize that never comes.

How to avoid scam websites:

- Do not share your personal data and information
- Do a search on the site before visiting it to see if it is a scam site or not
- Check the **URL** (uniform resource locator) to make sure that the site is not fake beforevisiting
- Check for misspelling or bad grammar

What do you do in case you fall victim to these scam websites?

Tell your father or a family member

- Contact the **General Department for Combating Internet Crimes** or

the Child Helpline

- Report to the online store and the service provider you deal with



1 Choose the correct answer:

1. .... sites contain fake situations in an attempt to steal your data.
   a. Trusted   b. Scam   c. Reliable
2. To avoid fake situations of websites, you must check the presence of ....
   a. spelling errors
   b. spelling accuracy
   c. reliable content
3. .... offer you a prize that you never get.
   a. Online shopping sites
   b. Scareware websites
   c. Sweepstakes
4. .... contain fake warnings that you need to download a program.
   a. Online shopping sites
   b. Scareware websites
   c. Sweepstakes
5. The Uniform Resource Locator (URL) begins with the ....
   a. resource name   b. protocol   c. file path
6. The .... indicates who owns this site.
   a. resource name   b. protocol   c. file path

2 Put (✓) or (✗):

1. You don't have to be careful when visiting new websites. (   )
2. All scam websites follow the same basic principles but in different ways. (   )
3. Scareware websites offer you a prize that you never get. (   )
4. Sweepstakes never send you the correct items you bought. (   )

Lesson 5 : Intellectual Property Rights (Theme2)

Digital (Online) content: It is information on the Internet and it may be e-books - publications - images - video - audio - games - programs ...

Copyrights: It is a legal right that gives the creators the right to print and publish it, and others have no right to use it without his permission
This is to protect the works of creators and authors



To find out if digital content is protected by copyright through:
Letter **C** inside a circle -
The phrase "uses copyrighted content." -

What should be considered when conducting your research (for copyright protection)?

Ask for permission before using any content and give credit to its

OwnerIf the content written:

- You may use only a small part of a person's writing, such as some sentences or words
- Reframe ideas in your own (in both case

you must mention the name of writers)

styleIf the content pictures:

- The title of the photo, the name of the photographer or artist, a link to theoriginal image

What is NOT covered by Copyright?

- Works in the public domain
- Discoveries and Facts
- Creative works whose owner has been dead for 50 years .
- Official documents such as laws
- Works that give their owner permission to reuse them at any time and anyplace (**Creative Commons**) and everyone can use it



1 Choose the correct answer:

1. The international symbol for copyright is letter .... with a circle around it.
   a. R b. S c. C
2. The copyright for a website is usually at the .... of the home page.
   a. bottom b. top c. middle
3. Copyright protects all the following things, except ....
   a. books b. websites c. discoveries
4. Creative works that are not covered by copyright are ....
   a. websites b. public domain c. copyrights
5. When you want to use an image, you must mention the photographer's ....
   a. name b. address c. number
6. .... means that the creator has given permission for their work to be used anytime and anywhere.
   a. Public domain b. Creative commons reuse license
   c. Discoveries and facts
7. During writing a research paper, you should ....
   a. use a few sentences from someone else's writing
   b. not credit the authors
   c. use someone's writing without permission
8. Creative works enter the public domain ....
   a. when you download it b. when the creator dies
   c. after 50 years of the creator's death

2 Put (✓) or (✗):

1. The international symbol for public domain is ⓢ. ( )
2. Copyright law protects both printed and digital content. ( )
3. Copyrights do not protect the photographs of a photographer. ( )
4. Copyright for a website is usually at the top of the home page. ( )
5. It is not necessary to ask permission before using any copyrighted content. ( )

Lesson 6: Using digital sources (Theme2)

How to solve a problem?

Use reliable sources such as the **Egyptian Knowledge Bank** website or sites suggested by your teacher and school

Use multiple sources to verify of the information you have obtained

opinions	the facts
It is based on someone's views and experiences	come from research and observation
can't be proven	can be proven
Can be debated	Can't be debated
They are not true for everyone	true for everyone

(URL):

It is an abbreviation of the word **Uniform Resource Locator** It is used to enter the site by typing it in the search engine or the address bar

And to store URLs through the **Bookmark bar**

There are many sources of information that help us in our research:

Books, articles, notes and letters

Pictures and videos (visual information)

Maps, graphs, and infographics

Archives, records and database



1 Choose the correct answer:

1. You can also go to the site you want by typing the .... in the search engine.
   a. e-mail　b. URL　c. text message
2. You can store suggested websites in the .... bar in your browser.
   a. tools　b. bookmark　c. task
3. ....is an example of websites that your teacher or school might suggest for you to find trusted websites.
   a. Wiki
   b. Social media
   c. Egyptian Knowledge Bank
4. .... result from research and observation, they can be proven.
   a. Opinions　b. Facts　c. Lies
5. .... are based on someone's views and experiences.
   a. Opinions　b. Facts　c. Lies
6. Using multiple sources during your research is a/an .... decision.
   a. right　b. wrong　c. unhelpful

2 Put (✓) or (✗):

1. Photos and videos are from the reliable sources. (　)
2. It is not necessary to use multiple sources to answer a question or solve a problem. (　)
3. Facts can be debated and proven and they come from researches. (　)
4. If the same information is found in two reliable sites, that means the information is correct. (　)
5. If your sources from two trusted websites contain the same information, it's a problem. (　)

Lesson 8: Documenting information appropriately (Theme2)

When creating your research, you must:

Take notes in your own style

credit the sources you used in your research

Add author's name and the **URL**

Re-read your notes. and if you find missing information, return to the source and look for it

Use quotation marks " " when the author's words are important

To search for information on the Internet by keywords:

press my key **CTRL + F**

Type the term in the search box

The keyword you want to search for will be

The keyword will be highlighted everywhere it appears on the page.

CTRL + F

Paraphrasing:

Use your own words to explain the idea of the author (writer)
Arranging ideas, sentences structure, and changing some vocabulary words

the quotes:

Repeat the words that someone (author or writer) else has said or written

From the ethics of quoting:

credit the source from which the quote is taken and reason for using it

Use some terms and phrases such as

In this article **Article title**	This shows that
According to **Author Name**	This proves that
Author Name ..... States ..	This illustrates

This is what is called (sentence prefixes). **Sentence Starters**

Citing sources:

At the end of a research report, you List all the sources from which your information was taken

If you want to credit the source of your information and it is a website, you can type:

Website link

A highlighted picture or word, when pressed, take you to another site and is known as (**Hyperlink**)



1 Choose the correct answer:

1. If some information is missing in your research, you can return to the ....
   a. summary b. source c. presentation
2. You must add the URL and the author's name at the .... of your notes.
   a. top b. middle c. end
3. You can use .... to write the author's important sayings.
   a. bold font b. underline c. quotation marks
4. You have to show your respect for the author's work by .... his text.
   a. deleting b. copying c. paraphrasing
5. You should include your .... in the end of your research.
   a. content b. citation c. sources
6. When you .... a statement, you must specify its source and the reason for using it.
   a. copy b. quote c. write
7. To search for an online resource keyword, press ....
   a. Alt + Ctrl + Del b. CTRL + F c. F5
8. Some online sources include a .... to use it as the websites may change.
   a. special character b. special link c. permalink

2 Put (✓) or (✗):

1. Taking notes from a source is difficult if they are written in your own words. ( )
2. Use quotation marks to add the important author's words. ( )
3. You must add the URL and the author's name at the end of your notes. ( )

Model Exam 1

1 Put (✓) or (✗):

1. Hackers can access your password in one way only. ( )
2. Search engines do not suggest keywords and similar searches. ( )
3. The QR code helps and facilitates access to information. ( )
4. Listing your sources at the end of the research report is not necessary. ( )

2 Choose the correct answer from a, b or c:

1. Mr. Hiebert uses MS Excel to prepare ....
   a. reports b. presentations c. graphs
2. .... is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Ethernet cable c. Router
3. .... are based on someone's views and experiences.
   a. Opinions b. Facts c. Lies
4. Creative works that are not covered by copyright are ....
   a. websites b. public domain c. copyrights

3 Complete the missing parts using the following words:

(virtual meetings - WWW - router - Personal information)

1. You can use .... when the other people are in different countries.
2. .... consists of web pages linked to each other using hyperlinks.
3. A .... connects the computer to the internet via Wi-Fi or Ethernet.
4. .... includes your name, address, date of birth, and passwords.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Bit	a. helps to connect home appliances to the internet.
2. Low-resolution photographs	b. is the smallest unit of computer data.
3. IoT	c. photographers can share them for public.

1. .... 2. .... 3. ....